



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20020010A

OPEN: 10/15/2001

CLOSE: 01/11/2002

VACANCY IS AMENDED TO CHANGE CLOSING DATE

THIS IS A PERMANENT POSITION.

POSITION VACANT: Aeronomer, Astrophysicist or Astronomer (Program Manager/South Pole Science Manager), AD-1330-4. Annual salary ranges from \$74,697 to \$116,414.

PROMOTION POTENTIAL: Aeronomer, Astrophysicist or Astronomer (Program Manager/South Pole Science Manager), AD-1330-4.

LOCATION: Office of the Director, Office of Polar Programs, Aeronomy and Astrophysics Program, Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VIII.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

DUTIES AND RESPONSIBILITIES: This position is located in the Antarctic Science Section of the Office of Polar Programs, National Science Foundation. The Office of Polar Programs (OPP) is the designated single point manager of the United States Antarctic Program. The Antarctic Science Section supports research in all areas of science in Antarctica and works in close collaboration with the OPP Polar Research Support Section, other U.S. agencies, and national programs in other countries in supporting forefront research in Antarctica.

The Aeronomy and Astrophysics Program supports research in atmospheric chemistry and physics, space weather, astrophysics and astronomy in situations where Antarctica offers special opportunities for scientific breakthroughs or increased understanding of global problems. The incumbent manages a program that provides about \$7.0 million annually in direct support of scientific research and also serves as the South Pole Science Manager, helping to ensure that research projects sited at South Pole Station are carried out successfully. The incumbent of this position:

- Plans, develops and manages Aeronomy and Astrophysics research programs in the Antarctic, working with U.S. institutions and scientists, as well as those in other nations.
- Recommends award of funds for research after appropriate project review and regard for program balance. Maintains a continuing review of supported projects. Is responsible for selection of peer reviewers.
- Oversees NSF-funded Antarctic science programs in a broad range of Aeronomy and Astrophysics sub-disciplines, including the development by grantees of specialized instrumentation prior to its movement to Antarctic. Works with his/her counterpart in the Polar Research Support Section to assure appropriate integration of instrumentation with Antarctic infrastructure.
- Evaluates the utilization of scientific and logistical resources for Antarctic A&A research. Functions as an agent for change when improvement, innovation, or redirection of activity is warranted. Convenes external oversight and management reviews as necessary.
- Serves as South Pole Science Manager (SPSM), working with on-site scientists and stateside principal investigators to prioritize science support needs and allocates resources to meet them. Tracks and oversees cost/schedule performance on all areas of science at South Pole Station.

QUALIFICATIONS REQUIRED:

Applicants must have a Ph.D. or equivalent experience in aeronomy, astrophysics or related discipline, plus six or more years of research, research administration, and/or managerial experience pertinent to the position.

QUALITY RANKING FACTORS: Final ranking is based upon job-related experience, training, education, awards, performance appraisals or letters of recommendation, and the following knowledge, skills, and abilities:

1. Knowledge and understanding of scientific principles and theories applicable to aeronomy and astrophysics, or astronomy.
2. Research, analytical and technical writing skills which evidence the ability to perform extensive inquiry into a wide variety of significant issues and make recommendations and decisions based on findings.
3. Ability to meet and deal with members of the scientific community and peers to effectively present and advocate program policies and plans.
4. Ability to oversee planning and implementation of complex science projects.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20020010A. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Fred Person on (703) 292-4369. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER